

CEHEC-PH Office Memorandum 690-1-2	Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000	OM 690-1-2 16 September 1988
	Civilian Personnel CIVILIAN PERSONNEL SEPARATION CLEARANCE CERTIFICATE	
	Distribution Restriction Statement Approved for public release; distribution is unlimited.	

CEPE-OS

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, D.C. 20314

OM 690-1-2

Memorandum
No. 690-1-2

16 September 1988

Civilian Personnel
CIVILIAN PERSONNEL SEPARATION CLEARANCE CERTIFICATE

1. Purpose. To establish policy for the execution of the Civilian Personnel Clearance Certificate. In this regulation, the words "he" and "his" are intended to include both the masculine and the feminine gender; any exceptions to this will be so noted

2. Applicability: This memorandum applies to all civilian personnel of Headquarters, USACE.

3. Specific Instructions: It will be the responsibility of the separating employee's supervisor to initiate the Civilian Personnel Separation Clearance Certificate (ENG FORM 0-2146). The employee's assigned activity will insert in the respective blocks, the name of the employee, division or office where employed and the preparation date. If physically able, the separating employee will personally hand carry the Separation Clearance Certificate to all offices. After visiting the designated offices, the employee will return the certificate to the originating office. The employee's supervisor will check the certificate for compliance with the requirements of this regulation. He will then sign in the space provided and promptly forward to the Personnel Office.

4. Deceased Employees - Employees Not on Duty: The supervisor of a deceased employee will be responsible for obtaining and returning property such as library books, calculators, and similar items that were in the employee's possession at the time of death. In addition, the supervisor of separating employees who are not on duty or not physically able to clear personally will initiate and complete the clearance certificate.

FOR THE COMMANDER:



PAT M. STEVENS IV
Colonel, Corps of Engineers
Chief of Staff